

Win-Win situation due to e-invoicing

Hamburg, 14.07.2020

Dear Partner,

you already sent us digital invoices to your direct counterpart or your contact in our accounting department. In our permanent ambition to raise our performance and efficiency, we would like you to send us digital invoices only to one specific email-address.

With this step, we create the preconditions for all following workflow for a digital invoice management.

Therefore, please only use the following email address for your invoices towards the Stulz GmbH:

e-invoice@stulz.de

Please also look on the technical requirements for all electronic invoices in the annex.

Starting to use this electronic channel, you give us your confirmation only to use this pdf-format and will not send us any further invoices in paper.

We are glad that we can go this way together with you and push the digitalization to the benefit of both of us and the environment.

In case of questions, please feel free to contact:

for general issues: vonhorsten@stulz.de

for technical issues: servicedesk@stulz.de

Kind regards



Jan von Horsten

ppa. Head of finance and accounting

Technical Specification for Digital Invoices

Please take care of the following specifications::

Bankverbindungen

- Only use this email-address as „envelop“ for you invoices. This means without any side information or further explications in the e-mail text
- The invoice has to be addressed only to this email-address. (No personalized email-addresses should be used any longer)
- Please delete any old email-addresses for invoice transfer.
- As usual all invoices should be complete.
- Beneficiary or recipient of benefits remains unchanged
- Use common abbreviations like INV for invoice or C/N for credit note when you name your pdf file.
- Please put the invoice as attachment in pdf(A) format
- Use black and white scan only.
- Each invoice should be one file with (if necessary) its attachment inside this file
- There should be no encryption or keyword on the pdf file
- Include our purchase order number in the head of the invoice. If there is no such number add name, department and date of purchase
- With your first invoice on this email account we consider this channel as one and only way to send invoices to us. Double sending digitally and in paper will cause confusion and will slow down this process of payment, which should not be in your interest.

Emails that do not match the specification will not be executed. Please understand that we really need the above-mentioned parameters for a fast and precise workflow to pay your invoices in due time.

Invoices that have attachments that have to be communicated in paper (customs documents, export documents or alike) are not part of this communication channel.